

TONBRIDGE SCHOOL

APPLICATION FORM for ACADEMIC STAFF

(Please complete this form in **BLACK** ink)

POST APPLIED FOR:

1. PERSONAL DETAILS

| | | |
|--|---|----------------------------------|
| TITLE: | FORENAMES: <i>(Please underline the name by which you like to be known and include middle names)</i> | SURNAME: |
| CURRENT ADDRESS: | | PREVIOUS SURNAME: |
| | | HOME TEL No: |
| | | WORK TEL No: |
| | | MOBILE No: |
| Number of years at this address: | | EMAIL: |
| DATE OF BIRTH: | | TRN No: |
| NATIONAL INSURANCE No: | | |
| PREVIOUS ADDRESSES: (if resident at current address for less than five years , please provide any previous addresses during this period): | | |
| 1. | 2. | |
| Number of years at this address: | | Number of years at this address: |

2. REFEREES

Please provide three references (if appropriate, these should include your present Headteacher). Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. Please note, references will NOT be accepted from relatives or from referees writing solely in the capacity of friends.

| Name | Address (including post code, tel no, and email address) | Position |
|------|---|----------|
| 1. | | |
| 2. | | |
| 3. | | |

3. EDUCATION DETAILS

| | | | | | |
|--|---------------|-----------|----------------|--------------|---------------|
| A i) Schools from the age of 11 (give dates) | | | | From | To |
| ii) Secondary School Qualifications (please list GCSE and A Level or equivalent post-16 qualifications). | Subject/Level | | | Grade | Date |
| B i) University or College at which your first degree was taken (give dates of entering and leaving and whether full/part-time) | | | | From | To |
| ii) First degree taken | Degree | Pass/Hons | Class/Division | Main Subject | Date of Award |
| C i) University or College at which higher degree(s) or post graduate qualification(s) was/were taken (give dates of entering and leaving and whether full/part-time) | | | | From | To |
| D i) College of Education if applicable (give dates of entering and leaving) | | | | | |
| ii) Details of course taken and result | | | | | |
| E Supplementary courses (one term or more) or Advanced Diploma course attended and result | | | | From | To |

Particulars of any INSET courses you have attended during the last two years:

| Date | Length of Course | Details of Course/Subject | Name of Provider |
|------|------------------|---------------------------|------------------|
| | | | |

4. TEACHING EXPERIENCE

Please enter your present employment first; part-time employment should be clearly indicated.

| Present post | Salary | Name of School or College | Dates in post: From: mm/yyyy To: mm/yyyy | Gender and No. of pupils in school | Age range | Reason for leaving |
|----------------|--------|---------------------------|--|------------------------------------|-----------|--------------------|
| | | | | | | |
| Previous posts | Salary | Name of School or College | Dates in post: From: mm/yyyy To: mm/yyyy | Gender and No. of pupils in school | Age range | Reason for leaving |
| | | | | | | |

5. PAST TEACHING EMPLOYMENT

Give a brief statement of the subject(s) taught in your last two positions:

State what, if any, other subject(s) you can teach:

Please list positions of responsibility held, co-curricular and pastoral work undertaken in your last two positions:

6. OTHER RELEVANT EXPERIENCE, INTERESTS, SKILLS, QUALIFICATIONS e.g. First Aid

7. PARTICULARS OF NON-TEACHING EMPLOYMENT

Part-time service or unpaid activities should be clearly indicated as such and exact dates given where possible.

| From | To | Employer | Post held |
|------|----|----------|-----------|
| | | | |

8. If appointed, when could you begin?

Are you legally eligible for employment in the UK?

Yes No

Do you have any restrictions on taking up employment in the UK?
(e.g. time limit/visa)

Yes No

Where did you see this vacancy advertised?

Please declare if you have any existing link with the School (e.g. employee, spouse, current parent of a pupil, OT, etc.)

9. NOTES

Applicants are reminded that canvassing members of the School's Governing Body will disqualify their application.

Applicants whose qualifications have been obtained outside ENGLAND AND WALES should attach a copy of their letter of recognition from the Teaching Agency.

Completed application forms should be submitted with a **letter** of application and **current curriculum vitae** by the published deadline. Guidance for the contents of the letter of application will be found in the details about the post.

10. DECLARATION (please note, two signatures are required)

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed, and any other relevant factors. If necessary please submit the information requested below in confidence, enclosing details in a separate sealed envelope; this will be seen and then destroyed by the Bursar. If you would like to discuss this beforehand, please telephone, in confidence, the Personnel Department for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to

disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. www.gov.uk/dbs.

You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service. Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Please tick one box:

I have nothing to declare

Or

I enclose a confidential statement in a sealed envelope marked confidential.

Signed _____

Date _____

Please be aware that Tonbridge School will retain this personal data securely and in line with the General Data Protection Regulation (GDPR). Your personal data will only be shared with those involved in the recruitment process and will be destroyed in 6 months' time if your application is unsuccessful or retained within our HR information systems for the duration of your employment at the School, plus at least 7 years. Our Privacy Notice is located on the employment opportunities page on the website along with all other relevant information. This explains how we collect and use personal data and provides the data processing information specified by the GDPR about how we collect and use your personal data.

I declare that the information on this form is, to the best of my knowledge, complete and correct.

I agree that if my application is successful, a DBS check for criminal convictions/actions will be made.

Signed _____

Date _____

All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview. Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

**This application form should be sent to:- The Headmaster, Tonbridge School, High Street, Tonbridge, Kent
TN9 1JP**